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<p align="center">Division of Forensic Science</p> <p align="center">TRACE EVIDENCE TRAINING MANUAL</p>	<p align="center">Amendment Designator:</p>
	<p align="center">Effective Date: 29-March-2004</p>
<p align="center">1 INTRODUCTION</p> <p>1.1 Overview of Training in Trace Evidence</p> <p>1.1.1 The Trace Evidence Section performs physical and chemical analyses not generally conducted by any other discipline within the Division. Samples submitted to this section range in size from 1 micron gunshot residue particles to entire automotive vehicles. Due to the diversity of the types of samples received and the types of analyses requested, virtually every type of analytical instrumentation within the Division is routinely utilized along with a wide variety of testing methodologies.</p> <p>1.1.2 New examiner trainees generally train in two of the following core subdisciplines of examination: Explosives, Fire Debris, Glass, Paint and Synthetic Fibers, or in either Gunshot Residue or Hairs and Natural Fibers. Fabric Separation exams, while not considered a subdiscipline, may be added as an area of demonstrated competency.</p> <p>1.1.3 General chemical exams are also not considered a separate subdiscipline. Generally speaking, new examiner trainees will complete their core areas of analysis prior to being assigned general chemical cases. A new examiner would then typically work closely with his/her supervisor or another designated examiner when being assigned a general chemical case with an evidence type that has not been previously encountered. Background readings, previous case files and discussion of case approach would take place prior to independent analysis by a new examiner.</p> <p>1.1.4 Formal training will largely depend upon which subdiscipline(s) are selected for the trainee to pursue, the trainee's particular background and experience, and the available resources. The trainer will specify which sections of the training manual the trainee must complete and will provide the trainee with a training schedule, to include a training completion summary form for each area. The trainee must read all sections in their entirety in order to develop an overview understanding of the requirements. It should be noted that each training section is not meant to be followed in exact order and overlap among and between sections is to be expected.</p> <p>1.1.5 Forensic Laboratory Specialists will follow the training manual to the extent that the sections selected are tailored to include the tasks they will be performing as a part of their duties. The trainer will determine which sections are appropriate and the order in which they will be completed. The laboratory specialist will be provided with a training schedule, to include a modified training completion summary form tailored to these duties.</p> <p>1.1.6 Individuals who come to the Section as qualified examiners from another laboratory system or from another Section within DFS will generally move more quickly through the training program for their assigned subdiscipline(s). The trainer will review the individual's previous experience and training and will assess competency in each required area. This training generally involves a familiarization with the SOP's and instrumentation and proceeds quickly to competency testing if the individual is performing the same analysis in which he/she was previously certified. In this instance, the individual would not be required to complete a subdiscipline presentation but would be required to successfully complete a final oral examination which may or may not be held in conjunction with the mock trial. Generally speaking a modified training completion summary form will be used to document the training.</p> <p>1.1.7 Members of the Section who are identified as those who would benefit from remedial training will be given a written outline of the areas to be covered by the trainer. Generally speaking, a modified training completion summary form will be used to document the training.</p> <p>1.1.8 The trainer will work in conjunction with the Section Chief when modifications are made to personalize the training program based upon an individuals' experience.</p> <p>1.1.9 Required readings are listed as such because they must be read by the trainee. The trainer and the trainee will review the pertinent points of each required reading. Instrument manufacturer's manuals along with numerous other references are not specified but are available to the trainee and the trainee should become familiar themselves with these. The trainer will orient the trainee as to the location of these materials.</p>	

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<p data-bbox="248 296 1421 325">1.1.10 It is the trainer's responsibility to ensure that all aspects of the training are documented as completed.</p> <p data-bbox="248 357 1102 386">1.1.11 Examples of the Training Completion Summary Form follow this page.</p> <p data-bbox="1466 417 1534 447" style="text-align: right;">◀End</p>	